

Project Closeout Report

Presented to the IT Committee on June 30, 2008

Project Name: Management and Administrative Reporting for the Legacy MMIS system

Agency: Department of Human Services

Business Unit/Program Area: Medical Services and Fiscal Administration

Project Sponsor: Maggie Anderson / Brenda Weisz

Project Manager: Jenny Witham /Roger Wetzel

Project Objectives	Measurements	
	Met/ Not Met	Description
Reports generated from the new system will be used for 2009 budget projections	Partially Met	<ul style="list-style-type: none"> Implementation of ten key reports will be completed no later than February 26, 2008. These are the reports identified on the project work plan in "report build #1". <p>12 reports were completed by April 2008 and are currently be used for budgeting.</p>
ITD will be trained and conversant in the new Extract, Transfer and Load (ETL) tool that will be used for EMAR as well as for the Medicaid System Project conversion effort	Met	<ul style="list-style-type: none"> Training of identified software development staff was completed prior to the execution phase of this project. ETL tool was utilized to define both source and target data models.
Hardware/software needed for implementation will be procured and installed in a timely manner.	Met	<ul style="list-style-type: none"> Install completed by target dates. <ul style="list-style-type: none"> The installation of the ETL tool (Informatica) in early August 2007 was completed before training could take place. Access to the ITD servers by ACS staff via network gateway setup in late September 2007. Oracle and Cognos installs completed in mid October.
Claims data will be clearly mapped to reporting data elements to ensure validation of new reports. Initial validation will be with a sample of months in order to provide proof of concept before full data load is executed.	Met	<ul style="list-style-type: none"> Successful proof of concept through balancing of monthly loads into EMAR data mart. Validation phase of the project was completed and balanced in compliance with the project schedule.

Schedule Objectives			
Met/ Not Met	Scheduled Completion Date	Actual Completion Date	Variance
Not Met	February 2008	April 2008	2 months over

Budget Objectives			
Met/ Not Met	Baseline Budget	Actual Expenditures	Variance
Met	\$337,114	\$374,641.60	1.1% over

Major Scope Changes

Removal of CMS 64 report from ACS scope - No associated reduction in cost due to ACS adding more staff to assist ITD with file extraction.

Lessons Learned

- Early on in the project, some important deadlines were not met with the large project oversight standards STD009-05. The project team at that point took action and pooled resources to get the project back on course by providing better communication and action.
- Due to lack of available resources, this project did not have an overall dedicated project manager from DHS. However the project team met every week to review progress. Both ITD and ACS assigned project managers to oversee the project tasks of their respective teams. DHS subject matter experts had been in attendance at these meetings and contributed to the success of the project.
- When the project created the change request that impacted the project scope, oversight should have been notified. If this had occurred, oversight could have informed the project that the impact stated on the change form was not specific enough, i.e. the lack of variance information and that it was significant enough to need to be communicated formally to an Executive Steering Committee. This would not have changed the situation, but made it more likely that best practices would have been followed.

Success Story

Twelve Cognos reports have been created and implemented with the current MMIS Legacy system. ITD received valuable training and is able to produce future monthly reports and update the Cognos reports. Considerable knowledge was gained by ITD on the current MMIS data and will be carried forward to the MMIS data extraction for the Medicaid System Rewrite project. The DHS staff received training on running the Cognos reports and is currently using the reports for budgeting. All the project oversight reports have been submitted in compliance with the large project oversight standard STD009 and the project was implemented within budget.